

PROCEDURE FOR OBTAINING AN INITIAL LICENSE TO OPERATE A GROUP CHILD CARE CENTER

1. Determine the need for the program you are considering. Involve other agencies and members of your community. Use the information you gather to decide what kind of program you will offer. Contact your local Child Care Resource and Referral Agency for detailed information for your area. The Wisconsin Child Care Resource and Referral Agency listing is enclosed.
2. Read and study the enclosed "DCF 251 Licensing Rules for Group Child Care Centers for Children."
3. Complete the enclosed form "Group Child Care Business Start-Up Worksheet" and send it to the Wisconsin Child Care Improvement Project (WCCIP) at:

Wisconsin Child Care Improvement Project
2109 S. Stoughton Road
Madison, WI 53716

WCCIP has a contract with the Department of Children and Families to offer a limited amount of pre-licensing technical assistance at no cost to the requestor. Upon receipt of the Group Child Care Business Start-Up Worksheet, WCCIP will assign a Child Care Technical Advisor to help you prepare for an initial licensing study. Because there are certain rules that must be met before a license can be issued, your Child Care Technical Advisor will provide a checklist that identifies those items. The Child Care Technical Advisor will complete the checklist during a visit with you and will detail those items that you will need to complete before you submit the application for a license. **NOTE: Your Child Care Technical Advisor is not a department licensing specialist and does not have the authority to issue you a license. The Child Care Technical Advisor will provide information and assistance to help prepare you for the initial licensing study and will provide an application for a license upon completion of the technical assistance.**

4. Decide on a legal structure for the business – sole proprietorship, partnership, or corporation. Is it "For-Profit" or "Not-For-Profit?" Determine who is financially and legally responsible.
5. Prepare a business plan including start-up and operating budgets. Add any costs to apply for necessary permits including those related to meeting applicable regulations (see # 6, 7 and # 8). Select a site and determine the related costs.
6. Ensure that the building meets the Wisconsin Commercial Building Codes. A building inspection shall be conducted by a commercial building inspector from a city delegated by the state to do inspections or a Wisconsin registered architect or engineer registered in accordance with Wisconsin Administrative rules A-E for Architects and A-E 4 for Engineers.

The WCCIP Child Care Technical Advisor will also have information about obtaining an inspection to determine whether a building you are proposing to use for a child care setting will need any modifications. Before your license can be issued, you must document that the building complies with all applicable Wisconsin Commercial Building Codes by submitting a report completed by the inspector to the Department of Commerce and the regional licensing specialist.

7. Ensure that the building where the center will be located meets the applicable licensing regulations. The building must have at least 35 square feet of usable space for each child counted in capacity. Hallways, bathrooms and storage areas are not considered usable space. Some items must be deducted from usable space in a classroom. Items that are deducted from the usable space include but are not limited to sinks, cribs, teacher and children's storage units (i.e. cubbies), refrigerators and other appliances.

Licensing rules require a sink for diaper changing/handwashing in each room or area where children under age 2 receive care. This sink must be separate from any sink that is used in food preparation. The department recommends 2 sinks at least 18 inches apart or separated by an 8-inch-tall barrier so that one sink can be used for diaper changing and handwashing with the other used for food preparation. The requirements in the licensing rules regarding the number of toilets and sinks available may differ from the requirements in the Wisconsin Commercial Building Codes. If this is the case, the licensing rules must be followed.

8. Check with your municipality regarding any zoning requirements that may affect where the group child care center will be located. The local zoning authority can help explain the procedure for obtaining a conditional use permit if necessary. Obtain any other necessary permits including a building plan review if there will be any alterations/renovations/modifications to building.
9. Contact the Internal Revenue Service to obtain a Federal Tax Identification number (FEIN). The FEIN must be included on the application for licensure.
10. Request a well inspection and water test by a laboratory certified under ch. DHS 165 if the facility has a private well or is not served by a public water system. Include nitrate testing if you plan to care for infants less than 6 months of age. Note: Centers using a private well that serves at least 25 of the same people over 6 months of the year are considered to have a non-transient non-community water system (NTNC) and must be in compliance with Administrative Code NR 809, Safe Drinking Water Act Standards. For information, visit the Department of Natural Resources web site www.dnr.state.wi.us/org/caer/cs/ServiceCenter/SSbyRegion.html
11. Develop policies and procedures for your program in the following areas:
 - ◆ Fee payments and refunds.
 - ◆ Personnel including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leave, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process. The personnel policy shall contain a procedure that requires staff to notify the licensee and the licensee to notify the department as soon as possible but no later than the next business day when the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property; and whether a professional license held by an employee has been denied, revoked, restricted or otherwise limited.
 - ◆ Discharge of enrolled children.
 - ◆ Admission.
 - ◆ Health care (including SIDS risk reduction procedures if the center is licensed to care for children under one year of age).
 - ◆ Education.
 - ◆ Nutrition.
 - ◆ Child guidance, including appropriate ways to manage crying, fussing or distraught children.
 - ◆ Contingency plans to be followed in the event of a fire, tornado, missing child or other emergency.
 - ◆ Continuing education of staff.
 - ◆ Orientation of new staff and volunteers.
 - ◆ Transportation, if the center will transport children either on field trips or on a regular schedule. The policy must include a procedure to ensure that no child is left unattended in a vehicle.

A written contract between the center and the parent is recommended. Policies and procedures should be detailed and written so staff will know what your expectations are. Some policies and procedures such as admission requirements, tuition and fee payments, nutrition, health care, child guidance and educational plan may be incorporated into a parent handbook that is shared with parents upon enrollment.

You can obtain policy guidelines and sample policies and procedures from the Child Care Information Center at 1-800-362-7353. The Child Care Information Center also has information on SIDS risk reduction procedures to share with staff and parents.

12. Decide who will assume the responsibilities of administrator and center director. Ensure that there are sufficient staff hired to meet the required staff-to-child ratios. The administrator, center director and child care teachers must have obtained the required education and experience prior to assuming the position. See "DCF 251.05 of the Licensing Rules for Group Child Care Centers for Children" for definitions and qualifications. Courses used to meet entry-level training requirements can be obtained through the Wisconsin Technical College System or UW system as well as from some private colleges and universities. Many private agencies around the state also offer the non-credit, DCF-approved courses. You can find a list of all the private agencies offering non-credit, department-approved courses on the department's website www.dcf.wisconsin.gov. Agencies offering non-credit courses often list courses on the Wisconsin Training Network or TNET website <http://www.t-net.org>.

NOTE: The non-credit course called *Introduction to the Child Care Profession* meets the training requirements for an assistant child care teacher and the administrator of a child care center. The non-credit courses called *Introduction to the Child Care Profession* and *Skills and Strategies for the Child Care Teacher* comprise the required training for a child care teacher and a center director for a small center licensed to care for 50 or fewer children. Directors of programs licensed to care for 51 or more children will need 2 additional credit or non-credit courses to meet the entry-level training requirements. Courses taken toward earning a Child Care Administrator Credential will meet this requirement. Center Directors and Child Care Teachers also need to meet experience requirements found in DCF 251.05. of the licensing rules. If the center will serve children under 2 years of age, all staff working with children under age 2 will need to obtain training in the care of infants and toddlers. The department-approved non-credit course called *Fundamentals of Infant and Toddler Care* meets this requirement.

13. Obtain required liability insurance for the premises. Auto insurance is also required if you plan to transport children in owned or non-owned vehicles. A certificate of insurance or an insurance binder will need to be submitted with the application for a license. If the center will have cats or dogs allowed in areas where children are cared for during the center's hours of operation, the certificate of insurance must specify that these pets are covered.
14. Check with a lawyer, accountant and/or governmental agency to determine any obligations regarding income tax withholding, social security contributions, worker's compensation and unemployment compensation.
15. Obtain equipment and furnishings. Set up your child care space. A list of suggested equipment is available from the Child Care Information Center at 1-800-362-7353.
16. Obtain any forms needed for either the children's files or the staff files. The department has developed forms that meet the requirements of the rules. Copies of department forms are available on the DCF web site at www.dcf.wisconsin.gov. If you don't have access to the Internet, your Child Care Technical Advisor can tell you how to get one copy of each form by mail.
17. Complete a Background Information Disclosure (BID) form and submit it to the regional office when you submit the application. If the licensee will be a corporation, a representative of that corporation must submit the BID form. If the center will be located in a residence, any household members aged 10 years and older will also need to complete a BID form to be submitted with the license application. The regional office will complete a Caregiver Background Check (CBC) on all applicants for licensure and adult household residents. Household residents under age 18 will not need to have a complete CBC unless the department determines it is required. A "Yes" answer to any question in Section A of the BID form may preclude you from obtaining a license. Required CBCs will be completed at the time of initial licensure and every four years thereafter. Consult your Child Care Technical Advisor for more information about the CBC process.
18. After you have completed working with your WCCIP Child Care Technical Advisor you are not yet licensed. The Child Care Technical Advisor will provide you with an application for a license (License Application – Group Child Care Centers) at the conclusion of service. You will need to complete this application form and submit it with the following items to the regional office serving your area (see enclosed listing) in order to become licensed:
 - Initial Licensing Checklist - Group Child Care Centers which was completed by your Child Care Technical Advisor after s/he visited your site for an inspection. You will need to complete and sign the applicant section of the Initial Licensing Checklist not more than 14 days prior to submitting the application for a license.
 - Completed Background Information Disclosure forms for the licensee(s), or in the case of a corporation a representative of the corporation, and for persons aged 10 years of older living in the center.
 - \$8.00 fee for each applicant for licensure and adult household resident.
 - Required certificates of insurance.
 - Center policies and a completed Policy Checklist – Group Child Care Centers.
 - Copy of a building inspection report that indicates the building is in compliance with all applicable Commercial Building Codes.
 - Any other materials indicated on the last page of the Initial Licensing Checklist.

19. After you have submitted an application for a license, the department will make a determination whether you are eligible for a license. The determination decision will be based on a review of the application materials; completion of the caregiver background checks as indicated in item 17; the results of the investigation by the department to determine whether the licensee is fit and qualified for a license. The eligibility determination may include a more extensive investigation because of information revealed on the caregiver background check. You may want to do a caregiver background check on yourself or the representative of the corporation and any adult household residents who will live at the child care center to see what type of information is on your record. You may also want to check the Circuit Court Automation Program Record Search (CCAP) and municipal records to determine what may be included in their records. This information is all public record and will be reviewed as part of the caregiver background check process.

To avoid unnecessary delays in the licensing process, it is important that you have met all applicable items in the Initial Licensing Checklist - Group Child Care Centers before the application is submitted and the initial licensing visit is scheduled with the department. If the licensing specialist makes the initial licensing visit and you are not in compliance with all applicable requirements of DCF 251, Licensing Rules for Group Child Care Centers, your application for a license may be denied because you do not meet the requirements for a license.

If the department does not hear from you within 6 months after receiving your application or after the initial licensing study was completed, your application will be closed and you will need to reapply.

20. You are required to do a background check through the department of Justice on your administrator, all employees, persons working in the center who have contact with the children, persons having contact with children who are compensated from other sources, student teachers and volunteers used to meet staff-to-child ratios. Give each prospective employee a Background Information Disclosure and ask them to complete this form. Review the form using the information contained in PFS-3064 Requirements for Background Checks for Child Care Centers. A copy is available on the department's website: <http://dcf.wisconsin.gov>. or from your Child Care Technical Advisor. Note: You will not be able to complete the background checks on employees until after a license has been issued and you have a valid facility ID number. You will have 60 days after initial licensure to complete the background check process on employees provided the employee has completed an Background Information Disclosure form that doesn't indicate a crime, act or offense that bars the person from working in a child care facility.

Contact your Child Care Technical Advisor or licensing specialist if you have questions regarding the background check process.

21. A licensing fee of \$30.25 plus \$10.33 for every child your center is licensed to serve is charged every two years. This fee is prorated to $\frac{1}{4}$ of the total fee for a probationary license. Your licensing specialist will determine the actual fee you need to pay based on your licensed capacity. This fee must be paid prior to issuance of the license.
22. Licenses are not transferable. If you plan to move, you must contact your licensing specialist and submit new application materials and fees to obtain a probationary license for the new location at least 30 days before your move. No credit will be given for fees at your prior location.
23. Under the authority of s. 48.73, Wis. Stats. and DCF 251.12(2), the department must be granted unrestricted access to your premises for the purpose of monitoring your compliance with the licensing rules. If you fail to allow access to a department representative, the department shall take enforcement action against your license under s. 48.715, Wis. Stats., including issuance of orders, forfeitures or revocation of your license. In addition, if the department is unable to monitor for compliance or verify correction of licensing violations, it may affect your eligibility to receive child care subsidy payments pursuant to DCF 201.04(7)(c).